

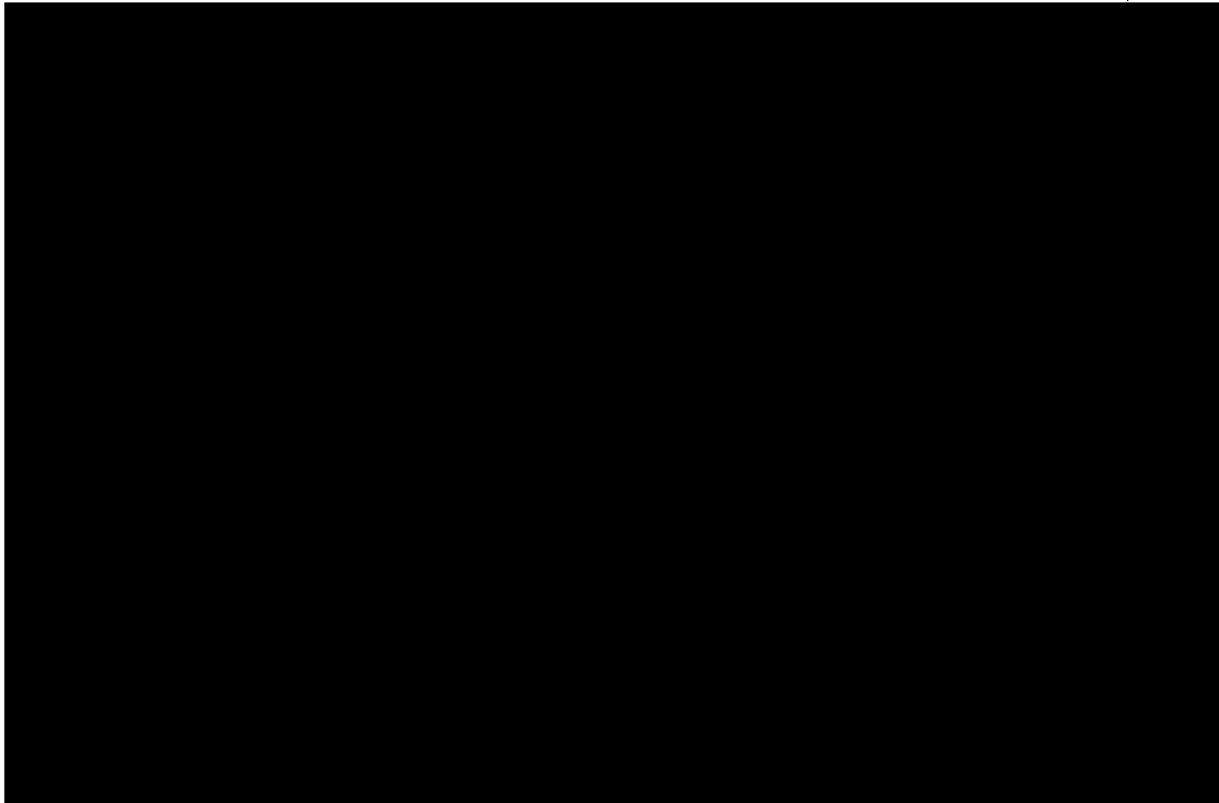
**SECRET***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 24 February 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (14 - 18 February 1955)

1. GENERAL2. PROJECTS AND STUDIES IN PROCESSa. Headquarters and Field Regulations on Motor Vehicle Accidents  
(Continued Item)

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. Work on the Field Regulation will begin as soon as one other priority regulation [REDACTED] has been completed.

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- b. Headquarters and Field Regulations on Preparation and Submission of Tables of Vehicular Allowances. [REDACTED]  
(Continued Item)

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These regulations are currently in the process of formal coordination.

- c. Requests for Vehicle Actions (New Item - Completed)

Two covert vehicle action requests were processed during this reporting period.

- d. European Trip (Continued Item)

Action has been completed on all items contained in the Report of Field Trip by Mr. Garrison and [REDACTED] with the following exceptions:

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(1) Reference Tab A, Paragraph 3 --- Action on this item is being held in abeyance pending receipt of the TVA of the [REDACTED] Mission.

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(2) Reference Tab F, Paragraph 4 --- The use of Air Resupply Groups for logistical support in Europe is still under study. When definite conclusions and recommendations are developed, they will be reported herein.

3. OTHER ITEMS OF INTEREST

- a. Air Shipments (New Item - Completed)

Eight air shipments, weighing 827 pounds, were made as follows:

<u>Area</u>	<u>Destination</u>	<u>Weight</u>	<u>Items</u>	<u>Carrier</u>
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[REDACTED]				
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b. Railway Express Shipments (New Item - Completed)

Three shipments, weighing 113 pounds, were made through Railway Express:

	<u>Destination</u>	<u>Weight</u>	<u>Items</u>	<u>Requesting Activity</u>
25X1A	[REDACTED]	40	Printed Forms	Contact
		30	Printed Forms	Contact
		43	Photo	TSS
	TOTAL	113		

c. Bus Transportation for Agency Personnel (New Item - Completed)

Arrangements were made to provide Agency bus transportation for two separate groups of Agency personnel:

25X1A (1) Transportation for fifteen persons from [REDACTED] to the Office of the [REDACTED], and return on 15 February. The bus left the point of origin at 0845 hours and returned at 1200 hours. 25X1C

25X1A (2) Transportation for twenty-five persons from the R & S Building to [REDACTED] and return on 14 February. 25X1A

d. Delivery of Vehicles to [REDACTED] (New Item - Completed) 25X1A

25X1A Eight new vehicles were processed for overseas shipment and driven to the [REDACTED] by Transportation Division personnel.

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

a. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas.

PERCENTAGE COMPLETED: 55%

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b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 20%

c. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 75%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 45%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 40%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 50%

g. Preparation of Plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

PERCENTAGE COMPLETED: 35%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 30%

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